



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-EOP-EEO

10 FEB 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #03-07, Civilian Equal Employment Opportunity (EEO) Program

1. REFERENCES. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 88, with TRADOC Suppl 1 to AR 690-12, 30 Oct 89, with Change 1, 9 Mar 90.

2. PURPOSE. To provide guidance to all United States Army Maneuver Support Center and Fort Leonard Wood (USAMANSCEN&FLW) personnel on EEO.

3. GENERAL. This policy applies to all personnel assigned to or under the operational control of USAMANSCEN&FLW and also applicants for employment and former employees with USAMANSCEN&FLW.

4. POLICY AND PROCEDURES.

a. As the Commander, USAMANSCEN&FLW, I am personally committed to equal employment opportunity objectives and to establishing and maintaining USAMANSCEN&FLW as a model employer of choice. A workplace free from discrimination is vital to developing and maintaining a mission ready workforce. This installation's leaders, managers, and supervisors at all levels are to exhibit commitment to EEO through their efforts to resolve conflicts and address concerns in the workplace as they arise. When any employee or job applicant believes he/she has been discriminated against, the agency's ability to accomplish its mission suffers, opportunities for achievement are lost, and the ability for our employees to reach their full potential is jeopardized.

b. I expect all leaders, managers, and supervisors to share a commitment to sound management practices and EEO principles. We must eliminate all barriers to equal employment opportunity for employees and applicants for employment. All supervisors and managers must ensure that employees receive equal opportunity for maintaining core competencies and for developing to their full potential. We must ensure that our recruitment and selection processes support the full consideration of talented individuals. All personnel actions must be based upon merit factors, without bias or prejudice.

c. I am committed to making USAMANSCEN&FLW a workplace where every employee is valued and has an opportunity to contribute fully to the mission. I ask you

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to join me in this commitment. Adherence to the principles of EEO exemplifies prudent leadership.

d. A copy of this policy is to be posted on all official bulletin boards, official websites, and made available upon request.

5. SUPERSESSSION. This policy supersedes the previous command policy letter #3-05, subject as above, dated 5 December 2005.

6. PROPONENCY. The proponent of this command policy is the Directorate of Equal Opportunity Programs, Equal Employment Opportunity Office, (573) 596-0602.


WILLIAM H. MCCOY
Major General, USA
Commanding

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Detachments, Tenant Units, Directorates,
and Personal Staff Offices